

TOWN OF WEBSTER
SELECT BOARD
MEETING MINUTES MONDAY MARCH 21, 2022

1 The Select Board held a meeting on Monday, March 21, 2022. The meeting was held at 945 Battle Street,
2 Webster, NH 03303.

3
4 **Select Board Members present:** David Hemenway (Chairperson), Normandie Blake, Marlo Herrick.

5
6 **Also present:** Town Administrator Dana Hadley, Police Chief Stephen Adams, Land Use Coordinator
7 Russell Tatro, Sherriff Dave Croft, Trisha Blake, Joseph Pawlowski, Richard Steele.

8
9 Selectman Hemenway opened the meeting at 6:34pm with the Pledge of Allegiance. He then took
10 attendance, and all members were present. Administrator Hadley informed the Board that they needed to
11 choose a Chair.

12
13 **MOTION:** Selectwoman Herrick

14 *To appoint Selectman Hemenway as Chair of the Select Board.*

15 **SECOND:** Selectwoman Blake

16 **DAVID HEMENWAY – YES**

17 **NORMANDIE BLAKE – YES**

18 **MARLO HERRICK – YES**

19 **The motion passed 3 to 0.**

20
21 Chairperson Hemenway moved the first item on the agenda, the appointment of Joseph Pawlowski to the
22 Conservation Commission.

23
24 Administrator Hadley informed the Board that Mr. Pawlowski had the full support of the Conservation
25 Commission to be appointed as a new member. Chairperson Hemenway asked why Mr. Pawlowski
26 wanted to be appointed to the Conservation Commission. Mr. Pawlowski explained that he was a resident
27 living in Pillsbury Lake and wanted to make sure the land in Town is properly conserved for future. He
28 was a hunter, and he also supported the logging industry. He had seen in the Grapevine that the
29 Commission was looking for volunteers and decided to put his name forward.

30
31 **MOTION:** Chairperson Hemenway

32 *To appoint Joseph Pawlowski to the Conservation Commission*

33 **SECOND:** Selectwoman Blake

34 **DAVID HEMENWAY – YES**

35 **NORMANDIE BLAKE – YES**

36 **MARLO HERRICK – YES**

37 **The motion passed 3 to 0.**

38
39 Chairperson Hemenway moved to the next item on the agenda, the appointment with Merrimack County
40 Sheriff Dave Croft.

41
42 Sheriff Croft thanked the Board for meeting with him. His reason for coming before the Board was to
43 introduce himself and explain all the services that his office provided for the towns in the County. His
44 office provided coverage to the towns in the event of an emergency. His office also served civil orders,
45 brought back perpetrators who fled the state, issued warrants, and provided detective services. He hoped
46 to add a search/rescue dog services and start a crisis intervention team to his services in the future. The
47 Board discussed the services that the Merrimack County Sheriff's Office provided and thanked Sheriff
48 Croft for his service.

1 Chairperson Hemenway moved to the next item on the agenda, approval of budgeted stipend/salary
2 increases.

3
4 Administrator Hadley informed the Board that they needed to sign off on the increase to the Tax
5 Collectors salary that was approved at Town Meeting. The Board agreed to sign the increase. Police Chief
6 Adams asked the Board if they were going to approve the cost-of-living increase for the Police
7 Department. Chairperson Hemenway thought they had approved the raises in November. Chief Adams
8 explained that they had approved the merit-based raises but not Cost of Living increases. The Cost-of-
9 Living increases were traditionally approved after Town Meeting. The Board discussed with Chief Adams
10 if the raises before had included the Cost-of-Living increases. After the discussion the Board agreed to
11 grant the increases.

12
13 Chief Adams also had the invoice that was discussed at the work session last week with the IT company.
14 This was for the replacement of the phone systems at the Police Department. He asked the Board if they
15 would sign the purchase order. The Board agreed they would and signed.

16
17 **MOTION:** Chairperson Hemenway

18 *To approve the Cost-of-Living Increases for the Police Department once the Town Office received*
19 *copies of the Departments employee reviews.*

20 **SECOND:** Selectwoman Blake

21 **DAVID HEMENWAY – YES**

22 **NORMANDIE BLAKE – YES**

23 **MARLO HERRICK – YES**

24 **The motion passed 3 to 0.**

25
26 Chairperson Hemenway moved to the next item on the agenda, Clothespin Bridge update.

27
28 Administrator Hadley stated that he was still waiting for the plans from VHB. VHB was scheduled to
29 come before the Board on the April 18th meeting to discuss the status of the project and what needed to
30 be done to move forward. He had also asked the engineers how the abutting properties would be
31 impacted. Selectwoman Blake asked if they knew anything regarding how the abutters would be
32 impacted. Administrator Hadley stated that he had not been able to get that information yet. He also let
33 the Board know that the contract stipulated that the Town would be responsible for getting all the
34 easements needed for the project. Selectwoman Blake asked if she should recuse herself because she was
35 an abutter. Administrator Hadley thought that she should in regard to the negotiations for easements. The
36 Board reviewed the Bridge plans that had been provided by VHB and was unable to determine how the
37 abutters would be impacted.

38
39 Chairperson Hemenway asked if there were any public comments. Trisha Blake stated that people sped
40 over that bridge, and she asked if the Board had any plans to address this after the bridge was rebuilt. The
41 Board felt this was a valid concern and would discuss solutions with the Police Chief and Road Agent.
42 Ms. Blake thought that it was good that they got the increased width for fishing but where would the
43 fisherman's park after the bridge was completed. The Board had not considered this and would look into it
44 and asked Administrator Hadley to bring the concern to the engineers.

45
46 Chairperson Hemingway Moved to the next item on the agenda, sale of Town owned properties.

47
48 Administrator Hadley wanted to get the Boards opinion on the potential for selling of a few properties
49 around Town. The first property that was discussed was a 7-acre lot on Pleasant Street. He believed the
50 site was the Town's old dump site. Road Agent Bean currently used the property for the storage of debris

1 that could be crushed for the Town's use. The Board did not feel comfortable sell the old dump site due to
2 potential liability issues.

3
4 Administrator Hadley asked if he could look into selling some of the vacant lots in Pillsbury Lake. Most
5 of these lots were on paper roads. The Board stated that he could research the potential for sale.

6
7 Administrator Hadley brought up the old colonial on Battle Street near the Safety Building. He stated that
8 he had received a lot of interest in the building. The Board discussed the sale and thought that the lot had
9 potential for the historic preservation and future Town use. The Board asked Administrator Hadley to get
10 input from Historical Society and Conservation Commission about the property. The Board also wanted
11 to find out if the lot could be subdivided before making a decision.

12
13 Administrator Hadley next asked about the camp on Cornhill Road. The Board agreed that he could sell
14 the property after Road Agent Bean cut the trees to clear the road line of sight. Selectwoman Herrick
15 asked where the properties would be advertised. Administrator Hadley responded to the Grapevine,
16 Concord Monitor, Kearsarge Shopper, and the Town's Website.

17
18 Chairperson Hemenway moved to the next item on the agenda, the distribution of the \$15,000.00 Town
19 meeting fuel budget amendment.

20
21 The Board reviewed the suggestions made by Chairperson Hemenway on how to distribute the funds and
22 agreed they made sense.

23
24 **MOTION:** Chairperson Hemenway

25 *To adjust the budget to the following amounts: \$3,000.00 Supplies/Wrkshps/Mileage, \$500.00 Tax*
26 *Coll-Workshops/Mileage, \$5,500.00 TH-Propane, \$5,000.00 TH-Oil, \$11000.00 PSB-Propane,*
27 *\$1,8000.00 Electricity-All Facilities, \$9,000.00 Police Gasoline, \$650.00 FD-Gasoline, \$3,000.00 FD-*
28 *Diesel, \$225.00 EM-Travel & Education, \$10,0000.00 HWY-Equipment, \$800.00 HWY-Fuel for*
29 *Rental Equip, \$275.00 Welfare-Training/Milage, \$275.00 PR-Veteran's Memorial Prk-El.*

30 **SECOND:** Selectwoman Blake

31 **DAVID HEMENWAY – YES**

32 **NORMANDIE BLAKE – YES**

33 **MARLO HERRICK – YES**

34 **The motion passed 3 to 0.**

35
36 Chairperson Hemenway moved to the next item on the agenda, the re-appointment of board, commission,
37 and committee members.

38
39 Administrator Hadley had reached out to the volunteers whose appointments were about to expire and had
40 asked them if they wanted to be re-appointed. Nearly all had agreed to be re-appointed and now had the
41 paperwork for the Board to sign. Selectwoman Herrick asked if these were advertised. Coordinator Tatro
42 stated that he had been working on a list to have available in the Office and on the Town's Website. The
43 Board then signed the re-appointments.

44
45 Administrator Hadley stated that he had finished the changes to the Town's policies that had been made at
46 the work session on February 28th. The Board reviewed the changes and signed the new polices.

47
48 **MOTION:** Chairperson Hemenway

49 *To approve the police changes made at the February 28, 2022 work session.*

50 **SECOND:** Selectwoman Blake

51 **DAVID HEMENWAY – YES**

1 **NORMANDIE BLAKE – YES**

2 **MARLO HERRICK – YES**

3 **The motion passed 3 to 0.**

5 The Board then rescinded several policies because they were redundant and/or no longer applied.

7 **MOTION:** Chairperson Hemenway

8 *To rescind the following policies Delegation of Deposit Authority, Disciplinary Procedures for the*
9 *Police Chief, Use of the Police Cruiser, and On-Call Police Officer.*

10 **SECOND:** Selectwoman Blake

11 **DAVID HEMENWAY – YES**

12 **NORMANDIE BLAKE – YES**

13 **MARLO HERRICK – YES**

14 **The motion passed 3 to 0.**

16 Coordinator Tatro informed the Board, that upon review, it was discovered that the contract for the record
17 digitization software would have an annual \$5,700.00 subscription for the software. He asked if the Board
18 would still like to move forward. The Board discussed the fee and agreed that the contract should be
19 looked at again. Coordinator Tatro would do further research and bring it to the Record Retention
20 Committee.

22 Chief Adams commented that the flag at the Veterans Memorial on Battle Street was in poor condition
23 and needed replacement. Administrator Hadley stated that he would investigate replacing the flag.

25 Chairperson Hemenway moved to motions and approvals.

27 **MOTION:** Chairperson Hemenway

28 *To approve the minutes from 3/7/22 as written.*

29 **SECOND:** Selectwoman Blake

30 **DAVID HEMENWAY – YES**

31 **NORMANDIE BLAKE – YES**

32 **MARLO HERRICK – YES**

33 **The motion passed 3 to 0.**

35 **MOTION:** Chairperson Hemenway

36 *To request the Trustees of Trust Funds, issue a check in the amount of \$1,300.00 to pay invoice*
37 *number 207833 payable to Cohen Steel Supply, Inc. for the steel plate for Clothespin Bridge. These*
38 *funds to come from the Bridge and Culvert Capital Reserve Fund.*

39 **SECOND:** Selectwoman Blake

40 **DAVID HEMENWAY – YES**

41 **NORMANDIE BLAKE – YES**

42 **MARLO HERRICK – YES**

43 **The motion passed 3 to 0.**

45 **MOTION:** Chairperson Hemenway

46 *To request the Trustees of Trust Funds, issue a check in the amount of \$1,796.52 for invoice number*
47 *368753-33 to VHB Engineers for engineering services for Clothespin Bridge. These funds to come*
48 *from the Bridge and Culvert Capital Reserve Fund.*

49 **SECOND:** Selectwoman Blake

50 **DAVID HEMENWAY – YES**

51 **NORMANDIE BLAKE – YES**

1 **MARLO HERRICK – YES**
2 **The motion passed 3 to 0.**
3
4 **MOTION:** Chairperson Hemenway
5 *To enter non-public session under RSA 91A:3IIc regarding reputation at 8:55pm*
6 **SECOND:** Selectwoman Blake
7 **DAVID HEMENWAY – YES**
8 **NORMANDIE BLAKE – YES**
9 **MARLO HERRICK – YES**
10 **The motion passed 3 to 0.**
11
12 The Board exited nonpublic at 9:45pm.
13
14 **MOTION:** Chairperson Hemenway
15 *To close the meeting at 9:45pm*
16 **SECOND:** Selectwoman Blake
17 **DAVID HEMENWAY – YES**
18 **NORMANDIE BLAKE – YES**
19 **MARLO HERRICK – YES**
20 **The motion passed 3 to 0.**
21
22 *Minutes taken by Russell Tatro.*